

Department: Academic Support Center

Job Availability: Academic School Year

Employing Supervisor: Denise Lloyd-Forbes

Maximum Hours: 15/week

Title: Lab Assistant

Pay Rate: \$13.00/hour

Classification: Community Service

Jobsite Location: Academic Support Center

Description:

- Meet/greet students
- Gather information, complete forms
- Schedule students with appropriate tutor(s)
- Assist students with computer software, printer/copier, and Internet
- Log students in/out
- Answer phones
- Direct students to the Writing Center

Skills Needed:

- Honest, integrity, and punctuality
- People skills
- Computer and Office equipment skills
- Receptionist skills

Additional Information about the Job

This position requires good people skills and an encouraging manner. The candidate should be prompt and responsible and show maturity. In addition, this position requires clerical skills and will assist with the lab operation of answering calls and greeting students.